

9.17.10 Financial Audit Checklist

Do not send the case file to the **Financial Audit Review Unit (FARU)** until all orders have been updated on the system appropriately by the Order Abstract Consolidated Unit (ORDS). **Do not send cases that do not have any debts set.**

Case Number:		High <input type="checkbox"/>	Routine <input type="checkbox"/>	FIDM Critical <input type="checkbox"/>
If a High Priority Audit is requested, explain why (i.e., Complaint, Court Date). (All High Priority Audits require a supervisor's signature.)				
Case Name:		Unit of Origin:		
Qualifying Associated Case Numbers: (All cases must be sent together.)				
CCM should conduct the initial Determination of Controlling Order (DCO) before the case is referred to FARU for audit. If CCM cannot complete it, FARU will make the initial DCO. If FARU cannot make the determination a request for DCO will be sent to the CSS Policy Helpdesk prior to conducting the audit and will include a copy of all known orders.				
YES	N/A			
<input type="checkbox"/>	<input type="checkbox"/>	CCM has completed the initial Determination of Controlling Order (DCO).		
<input type="checkbox"/>	<input type="checkbox"/>	CCM has updated the UIFSA (UIFS) screen with the Presumed Controlling Order.		

List the associated case numbers using criteria from [Chapter 9.17.10.1](#).

Note: Prior to sending the case to FARU for audit, review the PROG screen to verify if the case is being processed for case closure. If the case is in the process of being closed, list the case as an associated case but do not send the case to FARU for audit. Indicate that the case is pending closure.

Prior to sending the case to FARU for audit, review the hard file and ensure that the file contains all documentation necessary to complete the audit. FARU cannot audit a case without all appropriate documentation. Following is a list of potential documents that may be required in order to complete an accurate audit. Not everything on this list will be in every file. Check the appropriate boxes to indicate what is in this file.

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YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Hard copy financial analysis.
<input type="checkbox"/>	<input type="checkbox"/>	Recent court or other agency payment history.
<input type="checkbox"/>	<input type="checkbox"/>	DRA correct and all documents in file.
<input type="checkbox"/>	<input type="checkbox"/>	If "IN" interstate case, a payment history is not required from the responding state if we are enforcing on an Idaho order.
<input type="checkbox"/>	<input type="checkbox"/>	If case has an Idaho order entered before county conversion (10/98), need a copy of court payment history. (Also keep in mind that the Counties could have still accepted payments through 10/99)
<input type="checkbox"/>	<input type="checkbox"/>	If case has an out-of-state order, need payment history from other state and/or court.
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit of arrears from CP or other agency.
<input type="checkbox"/>	<input type="checkbox"/>	Partial Satisfaction of Judgment (PSOJ).

Note: All pay histories, financial analysis, Satisfaction of Judgments and affidavits checked above have been reconciled.

Copies of all orders including appendixes and supplemental orders on ORAB are contained in the case file. Do not send file until all orders have been updated on the system appropriately by the ORDS unit. Verify that the order contains all pages and signed by a judge or designated court staff and filed in the court. Orders may include but not limited to the following:

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Child Support
<input type="checkbox"/>	<input type="checkbox"/>	Change of Custody
<input type="checkbox"/>	<input type="checkbox"/>	Divorce Decree
<input type="checkbox"/>	<input type="checkbox"/>	Termination of Parental Rights
<input type="checkbox"/>	<input type="checkbox"/>	Modified Orders
<input type="checkbox"/>	<input type="checkbox"/>	Orders from show cause/contempt hearings.
<input type="checkbox"/>	<input type="checkbox"/>	Order of Consolidation
<input type="checkbox"/>	<input type="checkbox"/>	Order of Change of Venue

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YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Court Determination of Controlling Order
<input type="checkbox"/>	<input type="checkbox"/>	Notice of Determination of Controlling Order (DCO) from court.
<input type="checkbox"/>	<input type="checkbox"/>	DCO declaration from another state agency or court.
<input type="checkbox"/>	<input type="checkbox"/>	Grant amounts for public assistance expended prior to the past three (3) years. Contact grantarchive@dhw.idaho.gov to request grant information. Include the following in the email: <ul style="list-style-type: none"> ▪ CP name; ▪ EPICS Case Number; and ▪ Time frame when grants were or may have been expended.
<input type="checkbox"/>	<input type="checkbox"/>	Important correspondence sent by the NCP and/or CP.
<input type="checkbox"/>	<input type="checkbox"/>	Detailed letters
<input type="checkbox"/>	<input type="checkbox"/>	Proof of direct payments
<input type="checkbox"/>	<input type="checkbox"/>	Redirects (third-party authorization)
<input type="checkbox"/>	<input type="checkbox"/>	Proof of school enrollment
<input type="checkbox"/>	<input type="checkbox"/>	Social Security Information document in file
<input type="checkbox"/>	<input type="checkbox"/>	CSS application and/or 429/430 forms
<input type="checkbox"/>	<input type="checkbox"/>	FACS information for that includes the foster care program type and the child's placement dates and release dates. Email your request for FACS to the FOCUS HelpDesk at FOCUSHD@dhw.idaho.gov . If a child has been placed in Foster Care more than once, provide the Foster Care printout (see Chapter 9.18.9).
<input type="checkbox"/>	<input type="checkbox"/>	Foster Care Placement Date:
<input type="checkbox"/>	<input type="checkbox"/>	Foster Care Release Date:
<input type="checkbox"/>	<input type="checkbox"/>	Foster Care Case #:
<input type="checkbox"/>	<input type="checkbox"/>	Third-Party Caretaker/Relative Placement Date:
<input type="checkbox"/>	<input type="checkbox"/>	Third-Party Caretaker/Relative Release Date:
<input type="checkbox"/>	<input type="checkbox"/>	Third-Party Caretaker/Relative Case#:
<input type="checkbox"/>	<input type="checkbox"/>	DJC placement form that includes the child's placement and release dates. This will only pertain to those DJC cases with debts prior to August 1, 2001.

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YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	DJC Placement Date:
<input type="checkbox"/>	<input type="checkbox"/>	DJC Release Date:
<input type="checkbox"/>	<input type="checkbox"/>	DJC Case #:
After the above checklist has been reviewed, update the FAUD window and narrate that you are sending the case to FARU using an FA001 narrative code.		

Preparer's Signature

Date Sent to FARU

Supervisor Signature
(The supervisor's signature is only necessary for High Priority Audits.)

FARU Signature upon Completion of Audit

Date Returned to Unit

9.17.10.1 Financial Audit Checklist—Association Cases Selected by Units for Audit

1. List all URA-associated cases:

2. List all child-associated cases:

3. List all NCP associated cases if money distribution is an issue or if there are multiple cases with the same NCP that ID is the responding jurisdiction and enforcing for another state (RE cases):

4. If FIDM audit, include all NCP-associated cases:

Note: Child-associated cases are cases where the child is a child, not where the child is the CP or NCP.